



JOB DESCRIPTION

Position Title: **Technician**

Working Area: **Engineering Design**

Class Code: 5604

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Work involves the design of County roads, drainage, bridges, and concrete construction projects as required by the Public Works Department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Interprets and plots survey notes for County road and drainage projects and construction plans. Checks in-house plans for errors and omissions. Plots and computes basic vertical and horizontal alignments using the Computer Aided Design (CADD) System and/or manual methods of drafting.

Provides information, drawings, maps, etc., for Engineering Division, Roads Division and survey section as well as the general public as requested. Maintains plan and maps files. Prepares quantities and cost estimates and performs field review of projects.

Coordinates project design and construction activities with other County Departments, governmental entities, jurisdictional agencies, and utility companies.

Draws design details and performs required calculation for box culverts, drainage and miscellaneous structures.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Considerable technical knowledge of civil engineering methods and procedures, and engineering design as it relates to public works installations and facilities. Knowledge of Florida Department of Transportation Standards.

Ability to assist in the technical preparation of engineering construction plans, interpret survey notes and translate notes into drawings, plans and plats of existing and proposed facilities. Ability to perform mid-level surveying trigonometric calculations. Ability to communicate effectively both orally and in writing.

Skilled in the operation of normal engineering office equipment such as a calculator, planimeter, print-making machine, and personal computers.

Associate's Degree in Civil Engineering Technology, and three (3) years' experience in civil engineering design and drafting work.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties while sitting at a desk, table, or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.